

Global Public Affairs Executive Assistant



Position Summary

This Executive Assistant is an integral part of ARM's Global Public Affairs (PA) Team. Reporting to the Chief Strategy Officer, the role is principally focused on administrative assistance for members of the Global Public Affairs Leadership Team (GPALT) and assisting the GPALT's interactions with ARM member organizations via Advisory Groups and Forums. This opportunity may be right for you if you're highly organized, diplomatic, tech-savvy, able to juggle multiple complex projects, and have excellent interpersonal skills.

Job Duties

PUBLIC AFFAIRS ADMINISTRATIVE AND SUPPORT DUTIES

- Manage schedule of ARM's Chief Strategy Officer (CSO) and schedule internal and external meetings with CSO with team members, consultants, ARM member representatives and other parties
- Work with ARM membership team to coordinate CSO involvement in membership recruitment activities
- Coordinate travel arrangements and perform similar administrative duties for CSO
- Support ARM VP of Government Affairs; Head of Public Affairs, Europe; and Head of Global Communications with scheduling and coordination tasks as necessary
- Coordinate regular PA internal team meetings and regular meetings with ARM's public affairs consultants across multiple time zones; track follow-ups and document progress

- Compile and send out The Sector Vector, ARM's weekly newsletter capturing the latest developments in cell and gene therapy
- Organize ARM's written documents for external audiences on ARM's website and member portal, and support public affairs team with document organization on SharePoint
- Assist ARM's events team in planning and running Public Affairs events and events focused on governance bodies
- Coordinate with external counsel on lobbying disclosure reporting for ARM government affairs staff
- Coordinate timely distribution of checks from ARM's political action committee

ARM GOVERNANCE SUPPORT DUTIES

- Maintain rosters for ARM's Advisory Group and Forums, the two principal types of bodies that comprise ARM's governance function
- Serve as a resource for ARM members on ARM governance and assist new members with registration for Advisory Groups and Forums, in coordination with ARM's membership team
- Participate in Advisory Group and Forum meetings to capture meeting minutes and track action items
- Schedule recurring and ad hoc meetings for the Advisory Groups (~monthly) and Forums (~quarterly)
- Create and maintain email distribution lists and/or support other communication channels for Advisory Groups and Forums
- Send regular (likely 4-6x month) communications to Forums

Other duties as assigned

Qualifications

- Bachelor's degree
- 6-7+ years relevant work experience
- Clear communicator and strong writing skills
- Comfortable in a start-up, small team environment with high expectations
- Enthusiasm for ARM's mission
- Self-starter and creative problem solver
- Highly organized, detailed oriented, and ability to prioritize projects against deadlines
- Tech-savvy; experience with AMS (iMIS), Higher Logic, Office 365, and WordPress preferred
- Adept at scheduling calls and meetings
- Calm under pressure; diplomatic
- Experience working across time zones and cultures preferred

How to apply

To apply, please send your resume to recruiting@alliancerm.org.